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DEPARTMENT OF EDUCATION OF PORTO RICO
Office of the Commissioner
San Juan

Circular Letter No. 40.

October 16, 1913.

To Supervising Principals.

Gentlemen:

Please acquaint your special teachers of Music and Drawing and your regular room teachers with the directions given below. While the directions are especially detailed for drawing teachers, paragraphs III, V, VII, VIII, IX, X and XI apply equally to the work and the relations of the special music teachers and the grade teachers.

The Special Teachers' Duties.

I. To study the detailed monthly course and look up all references in the Prang or Atkinson-Mentzer drawing books.

II. To construct from data in the course or in the reference books one model of every problem dealt with, whether in drawing or handwork.

III. To hold one conference a week with each group of teachers working within urban limits, to exhibit and explain models, and show reference pages in the drawing books.

IV. To prepare supplies once a month, in proper quantities for the ensuing month, and to see that these supplies are sent to the room teachers.

V. To give one model lesson each week in each grade taking complete charge of the room for that period, the room teacher observing the work; to observe one entire lesson as given by the room teacher; the special teacher for this period doing no work and making no suggestions, but taking pencil notes which should be presented to the room teacher in private after the lesson, with any necessary explanations.

VI. To look over all drawing work done in the city, select

the best for temporary exhibition on the wall of the room, if space is provided there for that purpose, and to send this selected work at the end of the month to the Department for inspection.

VII. The Supervising Principal has full power to alter or amend the above instructions, should the exigencies of the work in his district so require. He may increase or decrease the number of teachers' conferences or the amount of time given to each room, and may, if the departmental system is in use in the upper grades, require the special teacher to take complete charge of the drawing classes in such grades during every drawing lesson given there.

VIII. Where there is no special drawing teacher, and an English teacher is in charge of the drawing and of other classes besides, at least one hour a day should be left vacant on her program for a part of the extra work. The preparation of models will take more time for her than for a specially prepared drawing teacher, and this with the preparation and distribution of supplies, the conferences, and the preparation of other subjects makes too heavy a program for any teacher to carry.

The Duties of the Room Teacher.

IX. To attend all teachers' conferences at the hour set by the Supervising Principal and ask all questions necessary to a full understanding of the work presented by the special teacher.

X. To observe carefully the model lessons given in her room.

XI. To carry on the work as nearly as possible after this model.

XII. To see to the preparation, distribution and collection of the supplies sent to her room and to keep the work of her pupils in such order that the special teacher or the supervisor can examine it whenever desired.

XIII. Supplies should always be prepared before class time. On days when the special teacher is to give the lesson they should be distributed before her arrival and collected after she leaves.

Very truly yours,

(Signed) F. E. Libby
Acting Commissioner .